



AGENCY PROMOTIONAL EXAMINATION

OFFICE OF THE STATE COMPTROLLER

ASSOCIATE RETIREMENT AND BENEFITS OFFICER

ANNUAL \$66,608
SALARY: \$85,851

SALARY
GROUP: AR 25

APPLICATION CLOSING
DATE: JUNE 24, 2011

EXAM
NO: 110430APJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Office of the State Comptroller, Retirement Services and Healthcare Policy and Benefit Services Divisions this class is accountable for performing the most complex tasks in the administration of various retirement and benefit plans and programs.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **OFFICE OF THE STATE COMPTROLLER** WHO BY **JUNE 24, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS CURRENT SERVICE IN THE **OFFICE OF THE STATE COMPTROLLER**, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Seven years of experience in employee benefit and/or retirement administration.

SPECIAL EXPERIENCE: One year of the General Experience must have been at professional working level in the fields of accounts examining, personnel, payroll or related administrative function. [Note: For state employees, the Special Experience is interpreted at the level of Retirement and Benefits Officer, Accounts Examiner, Accountant, Payroll Officer 2, Retirement Research Counselor, Retirement Counselor, Payroll System Supervisor or Fiscal Administrative Officer.]

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in business administration, accounting or a closely related field may be substituted for one year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of retirement and/or pension fund principles and practices with special reference to retirement and benefits administration; knowledge of personnel and payroll practices and procedures; knowledge of examining and researching principles and practices; interpersonal skills; considerable oral and written communication skills; considerable ability to prepare, analyze and evaluate employee benefit statements, other employee records and reports, and benefit claims and cost data; considerable ability to interpret and apply statutes, contracts and regulations; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by June 24, 2011. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by July 29, 2011. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Office of the State Comptroller.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.